

Disaster Recovery Overview

Presented by
Office of Legislative Auditor

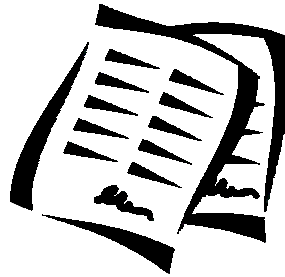
JFO Operations

- OLA staff do not make management decisions
- OLA staff do not make payment decisions
- OLA staff are not performing their normal function related to JFO operations - not conducting audits

JFO Operations

■ State Documentation Requirements

- Somewhat different than in previous disasters
- Documentation is required prior to payment for all large projects
- Advances - payment only in amounts greater than advance



JFO Operations

■ Request for Reimbursement

- Must be submitted each time money is requested
- Supporting documentation must be attached
- Do not assume that if documentation was given to FEMA that it has been given to the State
- This is the document that “drives the train”
 - Summarizes all classes of expenses sought for reimbursement
 - Contains the required certifications
 - Signed by the chief elected/appointed official

LOUISIANA OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS REIMBURSEMENT REQUEST FORM (RRF) FOR PUBLIC ASSISTANCE FUNDS (Includes Attachments A - E)	
(1) Applicant:	(2) Disaster Number: FEMA - DR-LA
(3) Applicant I.D. Number:	(4) Project Worksheet (PW) Number:
(5) Attachment	(6) Total of Applicant Eligible Costs Documented on Attachment
A - Force Account Labor Summary Records	
B - Force Account Equipment Summary Records	
C - Material Summary Records	
D - Rented Equipment Summary Records	
E - Contract Work Summary Records	
(7) GRAND TOTAL OF REQUEST	
APPLICANT OR THE AUTHORIZED DESIGNATED AGENT'S SIGNATURE	
Date	
<p>BY SUBMITTING THIS FORM AND ATTACHED SUMMARY RECORDS (ATTACHMENTS A-E), I CERTIFY THAT ALL INFORMATION REPORTED IS COMPLETE AND ACCURATE. THIS CERTIFICATION INCLUDES THAT:</p> <ul style="list-style-type: none"> • THE OVERTIME AS DETAILED ON ATTACHMENT A DOES NOT CONTAIN ANY OF THE FOLLOWING, AND OTHERWISE CONFORMS TO THE STIPULATIONS OF THE FEMA INFORMATION SHEET #3, VERSION 4 dated 10/24/05: (1) INELIGIBLE WORK; (2) REST TIME; (3) MEALS; (4) BREAKS; and (5) ON-CALL TIME. • THIS REQUEST INCLUDES ONLY ITEMS THAT WERE NOT REIMBURSED FROM OTHER SOURCES OF FUNDS (e.g., INSURANCE PROCEEDS, DONATIONS, AND OTHER FEDERAL FUNDS). 	

JFO Operations



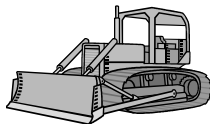
- Force Account Labor
 - Form must be completed fully and accurately
 - Include regular hours as well as overtime hours worked that comply with FEMA guidance
 - Include only hours spent conducting eligible work
 - A copy of pre-disaster overtime policy must be submitted

LOUISIANA OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS										PAGE ____ OF ____		
ATTACHMENT A - FORCE ACCOUNT LABOR SUMMARY RECORD												
APPLICANT		PA ID NO.		PROJECT NO.		DISASTER						
LOCATION/SITE				CATEGORY		PERIOD COVERING TO						
DESCRIPTION OF WORK PERFORMED												
	DATE	Dates and Hours Worked Each Week						Costs				
								TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
NAME	REG.							0.00			\$0.00	\$0.00
JOB TITLE	O.T.							0.00			\$0.00	\$0.00
NAME	REG.							0.00			\$0.00	\$0.00
JOB TITLE	O.T.							0.00			\$0.00	\$0.00
NAME	REG.							0.00			\$0.00	\$0.00
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NAME	REG.							0.00			\$0.00	\$0.00
JOB TITLE	O.T.							0.00			\$0.00	\$0.00
TOTAL COST FOR FORCE ACCOUNT LABOR REGULAR TIME											\$0.00	
TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME											\$0.00	

JFO Operations

■ Force Account Equipment

- Form must be completed fully and accurately
- Include only hours the equipment was used doing eligible work
- Use FEMA established equipment rates or locally established rates, whichever is lower
- Local rates that are higher than FEMA rates are allowable but must be justified through FEMA; FEMA's approval must be provided to the State



LOUISIANA OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS ATTACHMENT B - FORCE ACCOUNT EQUIPMENT SUMMARY RECORD				PAGE ____ OF ____							
APPLICANT		PA ID NO.		PROJECT NO.		DISASTER					
LOCATION/SITE				CATEGORY		PERIOD COVERING TO					
DESCRIPTION OF WORK PERFORMED											
Type of Equipment		OPERATOR'S NAME	Dates and Hours Used Each Day						Costs		
INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE, AND MODEL AS APPROPRIATE	EQUIPMENT CODE NUMBER		DATE						TOTAL HOURS	EQUIPMENT RATE	TOTAL COST
			Hours						0.0		\$0.00
			Hours						0.0		\$0.00
			Hours						0.0		\$0.00
			Hours						0.0		\$0.00
			Hours						0.0		\$0.00
			Hours						0.0		\$0.00
			Hours						0.0		\$0.00
			Hours						0.0		\$0.00
GRAND TOTALS →									0.0		\$0.00

JFO Operations

■ Materials

- Form must be completed fully and accurately
- Include only materials purchased to accomplish eligible work
- Include procurement documents and contracts if applicable
 - State procurement procedures
 - Federal procurement procedures

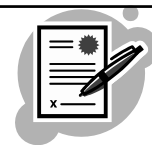
LA OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS ATTACHMENT C - MATERIAL SUMMARY RECORD					PAGE ____ OF ____			
APPLICANT	PA ID NO.	PROJECT NO.			DISASTER			
LOCATION/SITE		CATEGORY			PERIOD COVERING TO			
DESCRIPTION OF WORK PERFORMED								
VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
GRAND TOTAL				\$0.00				

JFO Operations

- Rented Equipment
 - Form must be completed fully and accurately
 - Include only equipment used to accomplish eligible work
 - Include procurement documents, rental agreements, and contracts if applicable
 - State procurement procedures
 - Federal procurement procedures

LOUISIANA OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS ATTACHMENT D - RENTED EQUIPMENT SUMMARY RECORD					PAGE ____ OF ____			
APPLICANT		PA ID NO.		PROJECT NO.		DISASTER		
LOCATION/SITE				CATEGORY		PERIOD COVERING TO		
DESCRIPTION OF WORK PERFORMED								
TYPE OF EQUIPMENT INDICATE SIZE, CAPACITY, HORSEPOWER, MAKE, AND MODELS AS APPROPRIATE	DATES AND HOURS USED	RATE PER HOUR		TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
		W/OPR	W/OUT OPR					
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
				\$0.00				
GRAND TOTAL							\$0.00	

JFO Operations



■ Contracts

- Form must be completed fully and accurately
- Include only contracts/agreements used to accomplish eligible work
- Include procurement documents, rental agreements, and contracts if applicable
 - State procurement procedures
 - Federal procurement procedures

LOUISIANA OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS			PAGE ____ OF ____	
ATTACHMENT E - CONTRACT WORK SUMMARY RECORD				
APPLICANT	PA ID NO.	PROJECT NO.	DISASTER	
LOCATION/SITE	CATEGORY		PERIOD COVERING TO	
DESCRIPTION OF WORK PERFORMED				
DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS - SCOPE
GRAND TOTAL →			\$0.00	

JFO Operations

- State Procurement Procedures
 - Materials & Supplies (R.S.38:2212)
 - Purchases of \$20,000 or greater should be let for bid
 - Purchases between \$10,000 - \$19,999 require three quotes, written confirmation of the accepted offer, and documentation explaining why the lowest quote was not accepted if applicable
 - No statutory requirements for purchases of less than \$10,000
 - There are limited exceptions

JFO Operations

- Public Works (R.S. 38:2212)
 - Defined as the erection, construction, alteration, improvement, or repair of any public facility or immovable property owned, used, or leased by a public entity
 - All public work in excess of \$100,000 including labor and materials shall:
 - Be advertised and let by contract to the lowest bidder
 - Contain written provisions for change orders within the scope of the contract and require those change orders to be negotiated in the best interest of the public entity
 - Require any change order outside the scope of the contract to be let for public bid

JFO Operations

- State Procurement Code (R.S. 39:1551-1755)
 - Political subdivisions of the State must have adopted the code for it to apply
 - Allows the use of the State's pre-negotiated contracts
- Piggyback contracts
 - Allowed by State using certain criteria
 - Frowned on by FEMA
- Exceptions (R.S. 38:2212)
 - Emergency and extreme emergency situations
 - The public entity must document and justify the emergency
 - If contract action is taken pursuant to oral offers, written confirmation must be obtained

JFO Operations

- Federal Procurement Procedures (44 CFR)
 - Use own procurement procedures unless less stringent than the ones outlined in 44 CFR 13.36
 - Intergovernmental agreements for procurement or use of common goods and services is encouraged
 - Use Federal/State excess and surplus property in lieu of purchasing new
 - Time and materials contracts are only to be used when:
 - No other contract is suitable
 - The contract includes a ceiling price that the contractor exceeds at his own risk

JFO Operations

- Procurement Methods
 - Small purchases procedures (those less than \$100,000) require obtaining price or rate quotes from adequate number of qualified sources
 - Sealed bid
 - Competitive proposal is used when conditions are not appropriate for sealed bids and should be solicited from adequate number of qualified sources
 - Noncompetitive proposals are allowable when the award of a contract is infeasible under any other means and one of the following applies:
 - Item is available from only one source
 - Public exigency or emergency will not permit a delay resulting from competitive solicitation
 - After solicitation of a number of sources, competition is determined inadequate
 - Cost plus percentage of cost methods of contracting shall not be used

JFO Operations

- **Louisianapa.com**
 - All forms can be found on this website
 - Documentation can be submitted to the State through this website
 - Provides details of each reimbursement request submitted
 - State's way of informing the applicant that the expenses either fully document or fall short of the request for reimbursement
 - The people listed on the request for public assistance (RPA) are the contact people through www.louisianapa.com

JFO Operations

- **Project Worksheets – A tool used by FEMA and the applicant to develop projects.**
 - Record pre-disaster description of the facility and its condition
 - Record eligible scope of work to include cause of damage, extent of damage, and work necessary to repair the facility to its pre-disaster condition
 - Record estimated or actual costs necessary to complete the project
 - Record any special considerations associated with the project such as insurance or hazard mitigation.

FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET				OMB No. 3067-0151 Expires April 30, 2001		
<p>PAPERWORK BURDEN DISCLOSURE NOTICE</p> <p>Public reporting burden for this form is estimated to average 30 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). NOTE: Do not send your completed form to this address.</p>						
DECLARATION NO. _____		PROJECT NO. _____	FIPS NO. _____	DATE _____	CATEGORY _____	
FEMA- _____ OR- _____		DAMAGED FACILITY _____				
				WORK COMPLETE AS OF: _____ %		
APPLICANT _____			COUNTY _____			
LOCATION _____				LATITUDE _____	LONGITUDE _____	
DAMAGE DESCRIPTION AND DIMENSIONS _____						
SCOPE OF WORK _____						
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Special Considerations issues included? <input type="checkbox"/> Yes <input type="checkbox"/> No Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No						
ITEM		CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
				/		\$0.00
				/		\$0.00
				/		\$0.00
				/		\$0.00
				/		\$0.00
				/		\$0.00
				/		\$0.00
				/		\$0.00
				/		\$0.00
				/		\$0.00
				/		\$0.00
					TOTAL COST	\$0.00
PREPARED BY: _____				TITLE: _____		

Payment Flow

■ FEMA's Role

- Determine eligibility
- Write project worksheets
- Obligate funds



■ State's Role

- Act as grant administrator
- Ensure costs submitted are reimbursable under FEMA guidelines
- Reimburse applicants as expeditiously as possible
- Work in conjunction with FEMA to closeout each project

FAQ's

- What forms are required?
- Do we have to follow bid law?
- When am I getting money?
- Where is my PW in the system?
- How long does it take to get money?
- Why did the State change the requirements?
- Where is the documentation I gave FEMA?

